



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO
BUILDING 9, NAVAL STATION
SEATTLE, WASHINGTON 98115-5009

NAVRESREDCOMREG22INST 12451.1

Code 06

NOV 15 1994

NAVRESREDCOM REGION TWENTY-TWO INSTRUCTION 12451.1

Subj: TIME-OFF FROM DUTY AS AN INCENTIVE AWARD

Ref: (a) FPM letter 451-10 of 3 Feb 93
(b) OFFCPM Arlington VA R181300Z Feb 93
(c) OFFCPM Arlington VA R191400Z Apr 93

Encl: (1) Time-Off Awards Scale for a Single Contribution
(2) Time-Off Award Approval Form

1. Purpose. To provide policy and guidance in granting appropriated fund civilian employees time-off from duty as an incentive award.

2. Background. The Federal Employees Pay Comparability Act of 1990 provided Federal agencies new authority to grant employees time off from duty, without loss of pay or charge to leave, as an incentive award. Reference (a) provided guidance on establishing time off award programs. References (b) and (c) provided DOD and DON implementation guidance.

3. Policy:

a. Eligibility Criteria. Example of achievements that may be considered for a time-off award include:

(1) Making a high quality contribution involving a difficult or important project or assignment;

(2) Displaying special initiative and skill in completing an assignment or project before the deadline;

(3) Using initiative and creativity in making improvements in a product, activity, program or service;

(4) Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assigned while maintaining the employee's own workload.

(5) Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unforeseen requirements.

NOV 15 1994

b. Limitations on Time-Off Awards:

(1) The total amount of time off which may be granted to an employee during any one leave year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time which may be granted during any calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty.

(2) The maximum amount of time-off which may be granted for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year.

(3) Time off granted as an award must be scheduled and used within one year after the award is made.

(4) A time-off award does not convert to cash under any circumstances.

(5) Time off which has been granted to an employee not used at the time an employee transfers to a Department of Defense Agency other than Department of the Navy (i.e., Army, Air Force, etc.) or outside the Department of Defense cannot be transferred. The time-off award can only be transferred within the Department of the Navy and, therefore, an employee should be allowed to use the incentive award prior to transferring outside the Department of the Navy.

c. Delegation of Authority:

(1) Readiness/Reserve Center Commanding Officers and REDCOM 22 staff Department Heads may grant time-off awards, not to exceed one workday, to their subordinates without further review or approval.

(2) Authority to grant a time-off award for a period in excess of one workday remains with the Commander. However, the Chief Staff Officer is designated as an approving official. Readiness/Reserve Center Commanding Officers and REDCOM 22 staff Department Heads will make recommendations for time-off awards in excess of one workday to the Chief Staff Officer for review and final approval.

NOV 15 1994

d. Determining the Amount of Time Off:

(1) While time-off awards do not involve cash payment, such awards represent expenditure of appropriated funds. Consequently, in granting and determining the length of time-off awards, the Readiness Commander will consider the benefits realized by the Government from an employee's contribution.

(2) The amount of time-off granted should be in proportion to the value of the contribution being recognized. Enclosure (1) will be used as a guideline for determining and recommending time-off awards.

e. Documenting Time-Off Awards. Time-off awards must be supported by written justification which will include a description of the reason for granting the award. Enclosure (2) will be used to document the award. The original award justification must be submitted to HRO Everett via REDCOM 22 (Code 06) for filing in the employee's Official Personnel Folder. For awards of one day or less, the signature of either the Readiness/Reserve Center Commanding Officer, REDCOM 22 staff Department Head or the Chief Staff Officer is appropriate. For time-off awards in excess of 8 hours, the Commander or Chief Staff Officer are the only approving officials who may sign.

f. Scheduling and Use of Time-Off Awards:

(1) Granting a Time-Off award carries with it a commitment to permit the employee to schedule its use consistent with workload and productivity considerations. As with annual leave, supervisors retain authority for approval or disapproval.

(2) Use of time off granted as promptly as possible after the date of award is strongly encouraged. Time off not used within one year of award is forfeited.

4. Responsibilities. All levels of management are required to be familiar with the provisions of this instruction.

a. The Comptroller will administer the program and maintain all records regarding the Time-Off Awards program and process all paperwork through HRO Everett.

NAVRESREDCOMREG22INST 12451.1

NOV 15 1994

b. Readiness/Reserve Center Commanding Officers and REDCOM 22 staff Department Heads will make prudent use of this authority to recognize significant contributions of their subordinates.


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Lists A and J

**TIME OFF AWARDS SCALE FOR
A SINGLE CONTRIBUTION**

Values to Organization

Number of Hours

Moderate:

A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.

1 - 10

Beneficial change or modification of operating principles or procedures.

Substantial:

An important contribution to the value of a product, activity, program, or service to the public.

11 - 20

Significant change or modification of operating principles or procedures.

High:

A highly significant contribution to the value of a product, activity, program, or service to the public.

21 - 30

Complete revision of operating principles or procedures, with considerable impact.

Exceptional:

A superior contribution to the quality of a critical product, activity, program, or service to the public.

31 - 40

Initiation of a new principle or major procedure, with significant impact.

TIME-OFF AWARDS PROGRAM

Name of Awardee: (Last, First, Middle Initial)	Social Security Number:	Date(s) of Achievement:
Nature of Action Code/ Legal Authority Code: 872 / V3E	Number of Time Off Hours Granted:	
Recommended by: (Name, Title)		Date: (MM/DD/YY)
Approved by: (Name, Title)		Date: (MM/DD/YY)
Time-Off Award Must be Used by: (Not later than 1 year after date of approval)		
Reason for Award:		